

STATE OF CALIFORNIA

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OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
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Date: December 15, 2003

LEAVE ACCOUNTING LETTER # 03-033
(Civil Service Only)

To: All Agencies in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: HOLIDAY INFORMAL TIME OFF

The automated process to update the CLAS Holiday Informal Time Off will be run on December 29, 2003.

Per the Department of Personnel Administration's Personnel Management Liaison Memo (PML) #2003-052, Holiday Informal Time Off (HOL ITO) will be posted for all full and part-time employees, with the exception of the Department of Education, Special Schools' academic teachers.

Intermittent employees were not included in the automated update process, since the amount of HOL ITO earned is based on the total number of hours worked in December. Once the agency determines the correct amount of HOL ITO due each intermittent employee (per PML #2003-052), the transaction (HI05) may be posted using the B50-Leave Benefit Transaction Entry screen.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:dk